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| Overview | This standard identifies the requirements when supporting the safe use of materials and equipment. This includes moving materials and equipment safely, monitoring their availability and use, and contributing to their maintenance. |

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| **Performance criteria**  You must be able to:  You must be able to:  You must be able to: | **Move materials and equipment safely**   1. identify materials and equipment that need to be moved 2. obtain risk assessments associated with the materials and equipment to be moved 3. ensure you understand procedures and practices in the risk assessment before moving the materials and equipment 4. identify potential risks for the move, accessing help where necessary 5. take steps to minimise any risks identified, accessing help where necessary 6. move materials and equipment in accordance with legal and work setting policies, procedures and requirements, following the procedures and practices identified in any risk assessments 7. move materials and equipment safely, securely and in a way that protects them from damage and/or contamination 8. check that the materials and equipment are safe and secure when they have been moved 9. update records about moving materials and equipment in line with legal and work setting requirements 10. follow legal and work setting requirements to report any problems about moving materials and equipment   **Monitor the use of materials and equipment**   1. check that materials and equipment received are correct and not faulty 2. control the use of materials and equipment to minimise loss and damage 3. monitor the use of materials and equipment 4. take action to record, report and remedy any faults and incorrect deliveries 5. take action to record, report, replace and repair materials and equipment that have been lost and damaged 6. take action to record, report and replenish materials and equipment that have run out   Help maintain materials and equipment   1. follow manufacturer's instructions, work setting policies and procedures and any legal requirements when storing, using, maintaining and cleaning materials and equipment 2. handle materials and equipment safely when distributing them, following legal requirements and work setting procedures 3. use appropriate protective clothing and equipment when cleaning equipment 4. encourage individuals, key people and others to use, maintain and clean materials and equipment according to manufacturer's instructions, any legal requirements and work setting procedures 5. store materials and equipment so they are easily accessible and ready for future use 6. take action to label, remove and report to appropriate people any materials and equipment that are unsuitable for use 7. dispose of any waste safely and according to legal and work setting requirements 8. keep accurate and up to date records of the materials and equipment for which you are responsible |

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| Knowledge and understanding  You need to know and understand:  You need to know and understand:  You need to know and understand:  You need to know and understand:  You need to know and understand: | **How you carry out your work**   1. codes of practice, standards, frameworks and guidance relevant to your work and the content of this standard 2. the main items of legislation that relate to the content of this standard within your work role 3. your own roles and responsibilities with their limits and boundaries 4. who you must report to at work 5. the roles and responsibilities of other people with whom you work 6. how to find out about procedures and agreed ways of working in your work setting 7. how to make sure you follow procedures and agreed ways of working 8. the prime importance of the interests and well-being of the individual 9. the individual’s cultural and language context 10. how to work in ways that support the active participation of individuals in their own care and support 11. how to work in partnership with people 12. what you should do when there are conflicts and dilemmas in your work 13. how and when you should seek support in situations beyond your experience and expertise   **Health and Safety**   1. your work setting policies and practices for health, safety and security 2. practices that help to prevent and control infection in the context of this standard   **Safe-guarding**   1. the duty that everyone has to raise concerns about possible harm or abuse, poor or discriminatory practices 2. signs and symptoms of harm or abuse 3. how and when to report any concerns about abuse, poor or discriminatory practice, resources or operational difficulties 4. what to do if you have reported concerns but no action is taken to address them   **Handling information**   1. legal requirements, policies and procedures for the security and confidentiality of information 2. work setting requirements for recording information and producing reports including the use of electronic communication 3. when and how to pass on information   Specific to this NOS   1. principles for moving, handling, loading and storing materials and equipment 2. the reasons for recording the goods received, and actions to take to rectify mistakes 3. routine maintenance requirements and the possible consequences of not maintaining equipment 4. types of materials and equipment which are easily damaged during transportation 5. reasons for, and methods of, labelling products and equipment for transfer 6. loading and unloading requirements for transfer such as positioning and weight of loads, safe methods of moving loads manually 7. how to secure and monitor the condition of products and equipment during transit 8. how to move, handle, store and dispose of equipment, materials and waste safely 9. how to protect materials and equipment from contamination and adverse atmospheric conditions |

**Additional Information**

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| Scope/range related to performance criteria | The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.  Note: Where an individual finds it difficult or impossible to express their own preferences and make decisions about their life, achievement of this standard may require the involvement of advocates or others who are able to represent the views and best interests of the individual.  Where there are language differences within the work setting, achievement of this standard may require the involvement of interpreters or translation services.  The **individual** is the person you support or care for in your work.  **Key people** are those who are important to an individual and who can make a difference to his or her well-being. Key people may include family, friends, carers and others with whom the individual has a supportive relationship.  **Others** are your colleagues and other professionals whose work contributes to the individual’s well-being and who enable you to carry out your role  **Policies and procedures** are formally agreed and binding ways of working that apply in many settings. Where policies and procedures do not exist, the term includes other agreed ways of working.  A **risk** takes account of the likelihood of a hazard occurring and may include the possibility of danger, damage or destruction to the environment and goods; the possibility of injury and harm to people |

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| Scope/range related to knowledge and understanding | The details in this field are explanatory statements of scope and/or examples of possible contexts in which the NOS may apply; they are not to be regarded as range statements required for achievement of the NOS.  **All knowledge statements must be applied in the context of this standard.** |

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| Values | **Values**  Adherence to codes of practice or conduct where applicable to your role and the principles and values that underpin your work setting, including the rights of children, young people and adults. These include the rights:  To be treated as an individual  To be treated equally and not be discriminated against  To be respected  To have privacy  To be treated in a dignified way  To be protected from danger and harm  To be supported and cared for in a way that meets their needs, takes account of their choices and also protects them  To communicate using their preferred methods of communication and language  To access information about themselves |

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| Validity | Current |
| Status | Original |
| Originating organisation | Skills for Care & Development |
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| Relevant occupations | Health, Public Services and Care; Health and Social Care; Associate Professionals and Technical Occupations; Health and Social Services Officers; Health Associate Professionals; Personal Service Occupations; Healthcare and Related Personal Services; |
| Suite | Health and Social Care |
| Key words | monitor, handle, maintain, equipment |